



CITYWIDE JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Staff Analyst I	TITLE CODE #: 12626	
OFFICE TITLE: Analyst	SALARY: \$43,614 – \$59,379	
DIVISION/WORK UNIT: Tax Audit, Policy and Enforcement/ Office of Tax Policy	WORK LOCATION: City of New York	
NUMBER OF POSITIONS One Unless otherwise indicated, all positions require a five-day workweek.		
JOB DESCRIPTION: The Tax Audit, Policy and Enforcement (TAPE) Division helps people pay the right amount on time by providing taxpayers with accurate, timely feedback and a better understanding of the city's tax system and holds those who do not pay their fair share accountable. TAPE's new Data Integrity Group will support this mission via enhancing the use of tax and audit data by all TAPE staff. The goals of this group are to: (1) Build a sound data infrastructure for use in audit selection; (2) Develop modeling and data mining techniques to select returns most likely to be understating tax liability, thereby more effectively targeting limited audit resources; and (3) Develop enhanced matching programs using a variety of data sources in order to identify non-filers and bringing them into compliance with City tax laws. Duties will include completing comprehensive data-content documentation for the Audit data warehouse using Excel and other statistical/database tools; translating technical data specifications for new and old data sources, currently without documentation, into user-friendly data dictionaries; updating any existing file descriptions for accuracy and clarity, which will include standardizing formats and naming conventions across all database names and data documentation; and assisting more senior staff members in the creation of standard statistical reports for all production data in the warehouse.		
QUALIFICATION REQUIREMENTS: 1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field ;or 2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, or fiscal management; or in a related area. Preferred Skills: The selected candidate will have strong analytical skills and meticulous work habits. Knowledge of taxes preferred. Candidates will be required to bring Excel and other work samples to the interview. <i>Appointment to this title must comply with the City's residency requirement.</i>		
TO APPLY FOR CONSIDERATION, SEND A RESUME AND COVER LETTER, WHICH LISTS THE JOB VACANCY NUMBER, YOUR SALARY HISTORY, AND POSTING LOCATION TO:		
NAME: Employee Services Helpline	NYC DEPARTMENT OF FINANCE	
ADDRESS: 59 Maiden Lane, 22 nd floor New York, N.Y. 10038 Or Email: employeehelp@finance.nyc.gov		
EMPLOYEES ARE ENCOURAGED TO APPLY ALL INTERVIEWS ARE BY APPOINTMENT ONLY!		
DATED: 08-31-09	POST UNTIL: 09-14-09	JVN: # 836-10-4565B
THE NEW YORK CITY DEPARTMENT OF FINANCE IS AN EQUAL OPPORTUNITY EMPLOYER.		
PLEASE POST ON BULLETIN BOARD		